



Government Support Services – Contracting
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September 27, 2013

TO: ALL OFFERORS

FROM: COURTNEY MCCARTY
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: REQUEST FOR PROPOSAL – ADDENDUM
NO.: GSS14208-SECURITY_OFF
SECURITY OFFICER SERVICES - UNARMED

ADDENDUM #1

The purpose of this addendum is to answer questions that were submitted.

All documents relating to the current contract can be found at:
http://contracts.delaware.gov/contracts_detail.asp?i=169

1. Can you tell me who currently is performing the contractor for security officer services?

Security Guard Inc. T/A Gettier Security

2. From the information I see on the website, the winning bid in 2011 has a bill rate of \$12.32/hour. I thought I had seen a rate of \$14.15. Can you tell me what the current rate is?

Current rate is \$12/32/hour; all locations.

3. Who is the current vendor?

Security Guard Inc. T/A Gettier Security

4. What are they charging you?

Current rate is \$12/32/hour; all locations.

GSS14208-SECURITY_OFF
RFP – Addendum 1

5. Who is the incumbent contractor? And what is the current contract value for the most recent annual period?

Security Guard Inc. T/A Gettier Security. Contract spend for FY-13 was \$826,501.

6. Page 9, Section M – kindly clarify that the CD or DVD medial disk must contain the proposal submission in PDF and Appendix C (Excel sheets) in Excel format. And that both are to be placed on the CD or DVD media disk.

CD submission must be in the following format to be considered responsive.

- All documents outlined above, excluding Appendix C, must be scanned and saved (in black & white) as one PDF file.
- Appendix C must be saved on the CD as an Excel file.

7. Must a proposing vendor have an established office location within the State of Delaware at the time of proposal submission?

Provided the Security Company meets the definition provided on page 50, no an office within the State of Delaware is not required at the time of proposal submission.

8. Are the existing security officers presently covered by a Collective Bargaining Agreement (CBA)? If so, please provide the name of the union and local.

Security Officers are employees of the vendor, not the State so this is not a question the State has an answer for.

9. Confirm if there is a requirement to pay assigned security officers a Prevailing Wage as enforced by the Department of Labor? If so, please provide the Delaware Wage rates by applicable job classification that must be paid for work performed under this solicitation.

There is no prevailing wage requirement.

10. Are there any requirements to pay officers fringe benefits and/or other entitlements? If so, please provide such required benefits and entitlements.

Refer to J. Security Company, #1. on page 54.

11. How will mandatory medical insurance coverage under the Affordable Healthcare Act (AHA) be handled?

Security Officers are the employee of the vendor; therefore, the vendor is responsible for all payroll taxes, workers' compensation, payroll reports, and other employer Federal and State requirements.

GSS14208-SECURITY_OFF
RFP – Addendum 1

12. How are meal and restroom breaks presently being covered for those facilities not specified?

With the exception of Capitol School District, locations that don't address meal break requirements have shifts that are less than 7.5 hours. Capitol School District requires numerous guards and will work out a lunch schedule with the awarded vendor.

13. Are any of the facilities leased? If so, is the Security Services Contractor upholding to the building owner as a third party, as it may pertain to liability and insurance?

Some locations may be leased. Vendor responsibility to building owners of any leased properties would depend on what is written in the lease.

14. Does the State desire to retain any members of the current guard force? If so, kindly provide a Seniority List for selected personnel.

Current Security Officers are employees of the current vendor, not the State of Delaware.

15. How will any increase in hours be administered for billing purposes? Are there any occasions or events where overtime will be incurred?

Per H. Assignment of Security Officer #6: "The Agent has the authority to set and/or change shift assignments of the Security Company at any time such change is deemed necessary." In addition to notifying the Security Company, the Agent will notify the appropriate State Contract Officer so the contract can be updated accordingly.

16. Is drug testing of assigned officers required? If so, how many panels are to be tested?

Yes, I apologize for the oversight. Requirements are as follows:

Security Officers are required to undergo a urinalysis that will detect the following:

- a. Amphetamines (Speed, Uppers, Meth.)
- b. Barbiturates (Barbs, Downers)
- c. Banzodiazepinas (Tranquilizers, Valium)
- d. Cannabinoids (T.H.C., Pot, Marijuana)
- e. Cocaine (Crack, Snow)
- f. Mehaqualone (Quaaludes, Ludes)
- g. Opiates (Heroin, Smack, Morphine)
- h. Phencyclidine (PCP)

The date of the urinalysis should be within sixty (60) days of initial assignment of the officer within the agency. Copies of these tests may be requested by the agency.

GSS14208-SECURITY_OFF
RFP – Addendum 1

17. Are there any requirements for a proposing Vendor to meet or exceed small business goals? Must any of this work be subcontracted to a Women Business Enterprise (WBE), Minority Business Enterprise (MBE) and/or a Disadvantaged Business Enterprise (DBE)?

There are no small business goals for this contract.

18. Page 56, Project Manager – Can the “project manager” and Site Commander be the same person?

Project Manager and Site Commander can be the same person.

19. Page 57, Holiday Pay – What are the official State of Delaware holidays?

A list of State holidays can be found online at:
<http://delawarepersonnel.com/labor/holidays/index.shtml>

20. Page 83, Magnetometer – Will the State provide orientation and training on the use of the installed magnetometer(s) and handheld detection devices? When will this orientation and training take place? And at whose expense – State or Contractor?

Refer to E. Training page 51 – 52.

21. Page 109, Special Events for New Castle County Government – States that “Dates and shift requirements will be on an as needed basis.” What is the approximate number of hours required for special events?

There is no approximate number of hours. These are community events planned by the County. Vendor will be provided with advanced notice.

22. However, Special Event coverage in above question is excluded from the Pricing Sheet in Appendix C. Kindly confirm this coverage is not to be considered in the proposed prices.

Responding vendors are to provide an hourly rate for the Special Events. Responding vendors are given permission to add a row to the pricing spreadsheet document in order to submit the hourly rate for this service. This is the only approved change to the format of the pricing spreadsheet document.

23. Appendix C – indicates that Location #12, Del Tech – Wilmington requires a patrol vehicle. Please identify the vintage, make and model. Will this rate be used in the event other vehicles are required at other locations?

There are no specific requirements regarding vintage, make and model of the patrol vehicle. Only requirement regarding the vehicle is that it is identified with lights and company logo.

24. On pages 47 & 48 – Are we to fill these out? If awarded what are we to do with these?

These are samples of reports required of the awarded vendor. Refer to 28. Required Reporting on page 27.

GSS14208-SECURITY_OFF
RFP – Addendum 1

25. Page 57. P – Contractor. There was no definition for contractor. Who is contractor?

Contractor is the same as vendor.

26. Page 57. P – Holiday Pay. Can there be an additional separate charge to the State for Holiday Billing or must the holiday billing rate be factored in to Hourly Billing Rate?

The vendor shall assume all costs for holiday pay.

27. Page 63 A.3. – Are you requiring any type of “recorded rounds system.” If so how many do you need?

Yes, refer to the Site Statement of Works for specific location requirements. Key system currently at Zoo site is State provided.

28. In General – Does the State require any “recorded officer rounds system”? If yes how many and at which locations are they to be used?

Yes, refer to the Site Statement of Works for specific location requirements. Key system currently at Zoo site is State provided.

29. Is the awarded vendor to provide any vehicles or two-way radios to be utilized on-site?

Yes, refer to the Site Statement of Works for specific location requirements.

30. Who is the current provided and how long have they been providing the service to the State of Delaware?

Security Guard Inc. T/A Gettier Security has been the contracted vendor since ownership transferred from J.R. Gettier & Associates, Inc. to Security Guard, Inc December 28, 2012.

31. Why is the State of Delaware soliciting for this contract at this time?

The current contract expires January 31, 2014 and the State still has a need for the service.

32. Is there a specific minimum wage that is to be paid to the security officers? It seems that prevailing wage does not factor in to the pay wage structure.

There is no prevailing wage requirement.

33. Please confirm the current billing rates. The online document states a billing rate of \$12.32 per hour and the online addendum states \$14.15.

Current rate is \$12/32/hour; all locations. The \$14.15 reference was the billing rate on the previous contract (effective 02/01/06-01/31/11).

GSS14208-SECURITY_OFF
RFP – Addendum 1

34. Please confirm officers at every location must be First Aid/CPR certified.

This is correct.

35. Will officers at all locations be required to be issued OC Spray or just the five Visitation Centers?

Unless stated otherwise in another location's Statement of Work only the Visitation Centers require the officers carry OC Spray.

36. Please list the protective devices or communications equipment required for each officer noted on page 52.

- Two-Way radio's required at each site (The Townsend building states the walkie talkie is provided by the State). How many radio's should the contractor include?
- Number of portable handheld security wands and magnetometers required
- Are tour confirmation systems required at any location to be provided by the contractor or is this equipment provided by the State of DE?

All requirements regarding protective devices and communication equipment can be found in the specific locations' Statement of Works; including who is responsible for providing the equipment. Key system currently at Zoo site is State provided.

37. Please confirm that only one vehicle is required for DE Tech. Can fuel be billed as a pass through of actual costs or should the fuel be in the monthly billing rate?

Del Tech – Wilmington requires one patrol vehicle. Fuel costs are to be covered by the monthly billing rate for the vehicle.

38. Can equipment and additional training (First Aid/CPR OC Spray) be billed as a separate line item?

No, equipment and training are the responsibility of the vendor.

39. Please clarify the "I found it cheaper" section on page 26, item 27.

In an effort to ensure the State is getting the best value on all purchases under central contracts OMB's Government Support Services developed the I Found It Cheaper process which allows Agencies to submit a form for instances where they have found it cheaper to purchase off contract. Agencies are required to provide copies of all quotes (contract and non-contract vendors), quotes are evaluated to ensure that the products/services are the same. If it is determined the products/services are equal to that of the contract then the awarded vendor(s) are given the opportunity to match or beat the price prior to a waiver being considered.

All other terms and conditions remain the same.